**2019-2020 Committee Rules & Procedures**

**House Education Policy Committee**

**Chair: Rep. Cheryl Youakim**

1. The Chair will make every effort to start Committee meetings promptly at their scheduled time.
2. When unable to attend a Committee hearing, members will be noted as “excused” if they notify the Committee Legislative Assistant (CLA) or Committee Administrator (CA) in advance of the meeting. Otherwise members will be noted as “absent” in the minutes.
3. Appropriate decorum will be expected. All activity will go through the Chair. The Chair may determine time limits on debates, testifiers, and time allowed for bills and amendments.
4. It is the responsibility of the author to submit a written request for a hearing to the CA. Authors are expected to contact their own witnesses and provide their witnesses’ names and position titles to the CA 24 hours in advance of the hearing.
5. All substantive amendments must be given to the CA 24 hours in advance of the hearing. If you are unable to meet the 24-hour amendment rule, you must notify the Chair or CA to request a waiver of the rule. Members are encouraged to have all amendments drafted by the Revisor or House Research staff. An amendment will be considered public once it is turned in unless the amendment’s author indicates otherwise.
6. Minor oral amendments will be accepted during hearings at the discretion of the Chair. A written copy of the oral amendment should be given to the CLA during the hearing.
7. Presenters or members of the public are encouraged to provide all handout materials to be offered in Committee to the CLA 24 hours in advance of the hearing in both a paper and electronic format. Materials brought to a hearing that were not provided in advance must be accompanied by 50 copies for the members, staff and public. Written materials are subject to approval by the Chair before distribution to the Committee.
8. Unless placed in the “SAVE” folder, materials left in folders or on the table after the meeting will be removed and recycled. Additional copies of materials handed out at meetings will be kept by the CA. Please do not leave a mess for staff/pages to clean up.
9. Requests for interim per diem and expense reimbursements for Committee business other than Committee meetings called by the Chair require prior approval and should be submitted to the Chair or the CA.
10. Please do not use cell phones, laptops, etc. during the Committee hearing, unless urgent. Beverages, but not food items (unless provided to the Committee) are permitted in the Committee room.